

**Bharati Vidyapeeth
(Deemed to be University)**

Institute of Management & Research, New Delhi

A Grade Status Awarded by MHRD, Govt of India, Re-accredited with Grade A+ by NAAC, Ranked among Top 75 B-Schools in India by NIRF 2017

An ISO 9001:2015 14001:2015 Certified Institute

A-4, Paschim Vihar, New Delhi – 110063 (Ph.: 011-25284396 Fax: 011-25286442)

Ref.: BVIMR/ND/ 901 /2019-20

Date: 30th Oct, 2019

NOTICE

To: All Students of all courses,

Kindly note that in case you want to apply for writer, due to any medical problem then you need to apply by filling the attached formats. All formats are to be submitted in SSC, addressed to Director with CC to exam head.



Dr. Vikas Nath
(Director In charge)

Encl: Formats for applying for writer during university examination

CC: CHS for ERP & faculty
: Website



Exam Writer Form



1. Name of the Exam Writer:
2. Gender of Exam Writer: **Male/Female**
3. Qualification of the Exam Writer:
4. Latest Educational Qualification Certificate of Exam Writer:
5. Proof of Identity of Exam Writer (any of the following). Please attach self-attested copy of any one mentioned below:
 - (i) Passport
 - (ii) Aadhar Card
6. Information regarding whether he/she has given such service to any other student in the past. (Yes/No). If yes provide details of the same.

Exam In-charge

**Director-In-charge
BVIMR, New Delhi**

Director
BVIMR
A-4, Paschim Vihar, New Delhi-110063

Dated:

Subject:- Request for Exam writer during Internal/Departmental/University Examinations

Respected Sir,

I,(Name).....S/o/D/o.....ERP.....PRN.....
SeatNo.....Program.....Semester.....Department.....
student of Bharati Vidyapeeth's Institute of Management & Research, New Delhi-110063, having
mobile no.....Email ID.....do hereby request the university to
kindly approve the exam writer during internal/departmental/university examination for the
acute medical reason.....(document enclosed).

I have enclosed all necessary & relevant documents of mine and the exam writer as per the
checklist for your kind approval and record.

Kindly do the needful at your earliest.

Thanking you
Obediently Yours,

(Name & Signature of Student)

Declaration by Candidate/Guardian: I hereby declare that the information given by me is true
and correct. I further undertake, that if at any stage, it is found that the information given by me is
false or if I violate the terms and conditions of the University, the exam writer facility extended to
me, may be cancelled and I shall be liable for penal action as warranted by law.

Official Work & Comment:

Verifying Authority

(Name & Signature)

Approving Authority

(Name & Signature)

Forwarding Authority

(Name & Signature)

Check List & Conditions for Exam Writer

Information/Documents Required from Exam Writer (Pl tick)

1. Name of the Exam Writer (if possible, brief resume)
2. Gender of Exam Writer **Male/Female**
3. Passport Size photo of Writer
4. Qualification of the Exam Writer
5. Latest Educational Qualification Certificate of Writer
6. Proof of Identity of Exam Writer (any of the following)
 - (i) Passport
 - (ii) Aadhar Card
7. Information regarding whether he/she has given such service to any other student in the past.

Information/Documents Required from Student

1. Medical History
2. Medical Advice of the Doctor
3. Information regarding whether student have used writer before at School/Board/University Examination level or not. If yes, attach such permission/detail.
4. Recommendation from Class Coordinator, Program Coordinator & HOD

Conditions for Exam Writer

1. The request for exam writer is to be submitted to the Director, BVIMR, Paschim Vihar New Delhi-110063, by the student 15 days prior to the starting date of examination.
2. The approval of permission for exam writer is subject to the discretion of the University.
3. The exam writer shall not be in blood relation to the student applying for exam writer
4. Writer should be junior to the student who is seeking this support
5. Writer should not be of the same discipline and specialization
6. It is the sole responsibility of the student to arrange the writer himself/herself.
7. No extra time will be provided to exam writer
8. Any payment to the writer will be the responsibility of student only.

(Name & Signature of Candidate)